

Application for Pre-Registration Education Provider/Course Approval for Loan Officer Registrants

- PA 173 of 1987, as amended, mandates pre-registration education for loan officer registrants. 24 hours of education are mandated.
 - Course content must follow the Mortgage Industry Advisory Board (MIAB) approved course content outline located on OFIR's MIAB website.
 - Providers must obtain a [proprietary school license](#) (517-241-6806) to receive course and instructor approval unless providers are (i) a school or college possessing authority to grant degrees; (ii) a school licensed by law through another board of this state; or (iii) a school maintained or a program conducted, without profit, by a person for that person's employees.
 - All providers must file this application to obtain course and instructor approval regardless of entity status. No course or instructor approval will be granted without proof of a proprietary school license or valid exemption.
 - Each instructor must fill out and sign the FIS 2255 attached to this application. Providers must submit the FIS 2255 with the provider and course application for approval. FIS 2255 shall also be used by providers to submit additional instructors for approved courses.
 - Applications, including the provider checklist on page 4 of this application, must be properly completed and accompanied by supporting documentation. (Complete a separate application for each course.)
- **TWO (2) COMPLETE COPIES** of your entire application and checklist are required.
 - **TWO (2) COPIES** of the respective content outlines with time allocations.
 - **TWO (2) COPIES** of proof of licensure/application made to obtain a proprietary school license and/or proof of entity status under the exceptions.
 - **ONE (1) COPY** of the textbook and/or any other instructional materials provided to candidates.
 - **TWO (2) CD-ROMs OR a PDF** version of all materials must be submitted.
 - **TWO (2) COPIES** of all instructor rosters and resumes with professional references.
 - **ONE (1) signed FIS 2255** for each instructor teaching the course.
 - **TWO (2) COPIES** of procedures for attendance monitoring, including a sample sign-in/out sheet (see checklist for details).

Mail to:

Loan Officer Registrant
Education Program
OFIR
P.O. Box 30220
Lansing, MI 48909-7709

Email PDF materials to:
weigoldm@michigan.gov

Part 1—Provider Information and Approval Type (choose only one) and enter all other information

☐ New Provider and Course Approval

*Provider number will be assigned
upon course approval*

☐ Additional Course Approval

*If provider is already approved in Michigan,
enter your Michigan provider number:*

Please enter your
Michigan
provider #: _____

Provider Name and complete address: 	Select organization type (select only 1 and enter license/registration number): <input type="checkbox"/> Proprietary School License #: _____ <input type="checkbox"/> Applicant for Proprietary School licensure Date applied for licensure: _____ <input type="checkbox"/> Company Sponsored School teaching it's own employees Registration #: _____ <input type="checkbox"/> School or college possessing authority to grant degrees License #: _____ <input type="checkbox"/> Other, please describe and include license or registration #: _____ _____
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☐ Please check this box if any provider information has changed since your last filing.

OFFICE USE ONLY

Date assigned <input style="width: 100%;" type="text"/>	Assigned Evaluator <input style="width: 100%;" type="text"/>	Date Received <input style="width: 100%;" type="text"/>	<input type="checkbox"/> RJ <input type="checkbox"/> DC <input type="checkbox"/> DI	Assigned Course # <input style="width: 100%;" type="text"/>
Date Returned <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	# credit hrs. <input style="width: 100%;" type="text"/>	Date Notified <input style="width: 100%;" type="text"/>	

Part 1—Provider Information and Approval Type -- continued

Contact Person name:	Provider Federal Employer I.D. No.:
Daytime Telephone number:	
E-mail address:	
Web Address:	

Part 2—Course Approval

Course Name:	Is this course offered to all persons in the industry? <input type="checkbox"/> Yes <input type="checkbox"/> No
If this is a revision to an approved course, insert course #: _____	If another provider received MI approval this course, insert course #: _____
Describe method used to verify attendance:	Instructor criteria <i>(select all that apply—send resume with professional references):</i> <input type="checkbox"/> 5 years of professional experience <input type="checkbox"/> 4-year college degree from a recognized institution with a minimum of 1 year industry training experience

Course concentration must include, at a minimum, the following topics:

- **Federal Laws/Regulations Regarding the Mortgage Industry** (7-9 hours)
Provide basics and general overview of Act, Regulation, Commentary, Interpretation, Policy Statement and Judicial Precedent, including at a minimum Fair Housing Act, ECOA, CRA, HMDA, Interagency Policy Statements on residential mortgage lending, Real Estate Settlement Procedures Act (RESPA), TILA, HUD Advertising Regulation, HOEPA, Gramm-Leach-Bliley Act/Safeguards, Homeowners Protection Act, Fair Credit Reporting Act, Fair and Accurate Credit Transactions Act, Do-Not-Call, USA Patriot Act, other applicable federal laws and regulations
- **General Mortgage Information** (8-10 hours)
Program types including Fannie Mae, Freddie Mac, FHA, VA, MSHDA, USDA Rural Housing, Consumer booklets and General disclosure requirements, Pre-Qualification and Pre-Approvals, Review of the Uniform Residential Loan Application (1003), Credit evaluation/scoring, Automated Underwriting Systems (AUS) and manual underwriting, Appraisals, Information needed to apply for a mortgage loan, Documentation types, Settlement services and processes, Understanding purpose and use of APR and Amount financed, Mortgage Calculations: Payments & loan amortization, Fees, Points and loan officer compensation, risk-based and pricing adjustments
- **Ethics in the Mortgage Industry** (5-7 hours)
Mortgage Fraud and Identity Theft, Appraisal and 1003; rules, laws and requirements, RESPA Section VIII Violations and Prohibited Practices (Ethical boundaries on competition, marketing, sales, and advertising), Ethics vs. Law, professional conduct

Course concentration must include, at a minimum, the following topics (continued):

- **Michigan Laws/Rules Pertaining to the Mortgage Industry** (3-5 hours)
Michigan Consumer Mortgage Protection Act: State of Michigan Compliance (Prohibition Orders, Licensing & Reporting), OFIR and other agencies, Michigan Consumer Financial Services Act, usury statutes, Loan Officer Registration, any other applicable state laws, regulations, and rules

Part 3—Certification (Required for all applications.)

Provider agrees to the following:

- Teach, at a minimum, the above topics
- File an electronic course schedule no less than 30 days prior to offering, including dates, times and location of each class
- Properly monitor participant's attendance and attention with approved sign-in/sign-out sheets, including a state or federal issued photo ID verification of attendees
- Issue certificates of attendance with name and address of attendees, approved provider and course numbers, and date completed
- File a roster of participants within 5 days of course completion with OFIR or its designee
- Maintain student records for 5 years
- Notify no less than 5 business days prior to course cancellation to OFIR and any registrants
- File new application for any material change, including addition of or substitute instructors submitted to the Commissioner no less than 30 days prior to use
- Continue to stay abreast of any changes to laws, rules, procedures, etc.

I certify that, under penalty of perjury, all of the information submitted with this application and supporting documentation is complete and true. I am aware that submitting false information or omitting pertinent information in connection with the application is grounds for revocation or denial of the authority granted by approval of this program and may subject me to civil or criminal penalties.

Signature _____

Date _____

Signer's Name and Title (type or print) _____

PA 173 of 1987, as amended, requires submission of this form. Failure to complete and submit this form properly could result in denial of approval.



Michigan Department of Labor & Economic Growth

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Visit OFIR online at: www.michigan.gov/ofir

Phone OFIR toll-free at: 1-877-999-6442

Use this checklist to assure that your filing is complete

ALL APPLICATIONS for *Loan Officer Registrant Pre-Registration Education* PROVIDER and COURSE APPROVAL *must include ONE (1) ORIGINAL (hard copy) AND TWO (2) CD-ROMs or ONE (1) PDF (emailed) of the following information and documents:*

- ☐ Properly completed and signed Form FIS 2254 Application for Pre-Registration Education Course/Provider Approval for Loan Officer Registrants
- ☐ Proof of licensure/application made to obtain a proprietary school license and/or proof of entity status under the exceptions
- ☐ Content outline with time allocated to each detailed segment
- ☐ Textbooks and/or any other instructional materials provided to candidates
- ☐ Two (2) CD-ROMs of all materials (*please choose only this box or 1 PDF box*)
- ☐ One (1) PDF of all materials emailed (*please choose only this box or 2 CD-Rom box*)
- ☐ All instructor rosters and resumes with professional references
- ☐ Sign-in/out procedures, including verification of a state or federal issued photo ID of the candidate and a sample sign-in/out sheet that includes: Provider name and number, course name and number, credit hours, date offered, attendee name and system ID number, time each specific attendee signed in and out, and attendee's signature (*see example below*).

Also include **ONLY ONE (1) ORIGINAL** of the following:

- ☐ Properly completed and signed Form FIS 2255 Application for Loan Officer Registrant Education Instructor Approval

Example Sign-in/Sign-out sheet for Loan Officer Registrant Pre-Registration course providers

Design a similar personalized sign-in/sign-out sheet to meet OFIR requirements

Sample Mortgage Education Pros LLC Michigan Provider number: 2222 Course name: LOR Pre-Registration Education Course Course number: LO99999 LO-PE approved hours: 24 Date offered: 02/02/2009 through 02/04/2009					
Attendee name	System ID/ License Number	Today's Date	Time IN	Time OUT	Attendee Signature
<i>Ima Sample</i>	<i>0055555</i>	<i>2/2/08</i>	<i>8:30 AM</i>	<i>4:30 PM</i>	<i>Ima Sample</i>



Michigan Department of Labor & Economic Growth

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Visit OFIR online at: www.michigan.gov/ofir Phone OFIR toll-free at: 1-877-999-6442